



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date <b>11-14-78</b>	1. Agency Address <i>Department of Human Resources Division of Mental Health &amp; Mental Retardation 47 Trinity Avenue Atlanta, Georgia 30334</i>	Application Number <b>78-274-78-280</b>	Date Received <b>NOV 14 1978</b>
Application Number <b>DHR 99-105</b>		Date Completed <b>DEC 6 1978</b>	
2. Person to Contact <i>William McDonald</i>		Working Title <i>RMO</i>	Telephone Number <i>656-4976</i>
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest <i>1960      Present</i>		5. Records Series Title (followed by title used in office, if different)  <i>See Attached</i> (DIVISION-WIDE COMMON SCHEDULES)	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? <i>The Division of Mental Health and Mental Retardation administers the programs for mental health, mental retardation and other developmental disabilities; alcohol and drug abuse; and conducts training and research. This Division is also concerned with community mental health and the administration of the state mental hospitals; and rehabilitation and retardation centers State-wide.</i>  <i>State Regional Hospitals/Institutions and Medical Centers have the responsibility to provide mental health services for the people in its geographic area of responsibility; to conduct training and education for persons in various mental health disciplines; and to carry out research with the objective of determining the causes and possible cures of mental illness.</i>			
7. Record Series Description Documents relating to:  <i>See Attached</i>  Included are:          File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.	
8. Monthly Reference Rate One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

*See Attached*

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	
		Date	
		State Auditor/Designee	12-5-78
		Secretary of State/Designee	12-4-78
		Attorney General/Designee	12-5-78

78-274

Engineering Service and Work Order Files

Documents relating to request for engineering maintenance services.

Included but not limited to are service orders, work orders and similar or related documents.

Files may be arranged alphabetically by activity performing the work, thereunder chronologically by date.

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Engineering Work Order Control Files

Documents relating to review of requested engineering maintenance.

Included are copies of work orders used for such purposes as follow up of authorized work by activity foremen.

Files may be arranged chronologically by date of work order.

78-276

Engineering Stock Record Account Files

Documents relating to maintaining an inventory reflecting receipt, storage, maintenance and disposition of real property and engineering stock items.

Included but not limited to are stock record cards or any equivalent forms used in lieu thereof; records supporting posting to the stock record account such as transfers of items, copies of leases, requisitions, inventory adjustment reports, work orders, turn in slips, purchase orders and similar or related information.

Files may be arranged alphabetically by item or facility.

78-277

Job Order Register Files

Documents relating to control of job orders.

Included but not limited to are registers or sheets reflecting identifying job numbers, dates of receipt, approval or disapproval, scheduling and completion, description, cost and similar or related information.

Files may be arranged chronologically by date.

Cut off file at the end of each calendar year; hold in current files area 2 years; then destroy.

Upon completion of work, hold 1 month, then destroy.

When cards are filled or reflect zero balance, remove from active file, hold in current files area for 3 years; then destroy.

Where inventories are computerized COFF printouts at end of CY or FY, hold CFA for 3 years; destroy.

Cut off file when document is full, hold in current files area for 2 years; then destroy.

78-278

Master Facilities Planning Files

Documents relating to the preparation development review, approval and revisions of master plans for institution facilities.

Included but not limited to are the master plan which may include basic information maps, analysis of existing facilities report; tabulation of existing and required facilities; and plans for future development i.e., general site plan, analytical report, background material and related correspondence.

Files are arranged alphabetically by project name.

78-279

Entomology Service Files

Documents relating to criteria, practices and application of measures for insect and rodent control.

Included are reports of inspections and applications and similar or related information.

File is arranged by date.

78-280

Sanitary Service Files

Documents relating to the collection and disposal of refuse.

Included but not limited to are reports identifying collection and disposal of refuse, collection of salvage and similar or related documents.

Files are arranged by date.

Cut off the end of each calendar year; hold in current files area for 3 years; transfer to local holding area, hold for 7 years; then destroy.

COFF file at the end of each calendar year or contract year; hold in CFA for 3 years; then destroy.

Cut off file at the end of each calendar year; hold in current files area for 3 years; then destroy.